TEMPORARY
HOUSING
Group Site Construction
08/30/2004

# Pre-Construction Meeting

- Meeting Attendees
- Checklist
- EEO/Wage Rate Poste
- Construction Sequenc
- Schedule Review
- QC, Safety, JHA & Environmental Plans

**CHECKLIST FOR USE AT PRECONSTRUCTION MEETING WITH CONTRACTOR**

CONTRACT N0. and WORK

PROJECT NAME

CONTRACTOR

DATE OF MEETING

**ITEMS DISCUSSED**

1. Contractor has been informed that he is responsible for his subcontractors with respect to all administra requirements, including safety, labor standards provisions and environmental protection.
2. Contractor has been advised of Value Engineering, in depth, to include understanding of the principles a of the program. He has been offered assistance in establishing and maintaining value engineering.
3. Copies of wage rates, wage rate information poster, and equal employment opportunity poster have bee contractor. If not, immediate steps will be taken to obtain sufficient material and to make proper distribution.
4. Contractor has been informed that he must request advance approval of any labor classifications not co contract and he has been furnished forms for that purpose.
5. The requirements for correctly reporting all labor in the classifications actually worked, daily and weekly h rates of pay (including overtime rate), payment for fringe benefits, and permissible deductions have been im upon the contractor.
6. Contractor has been advised that he will be held responsible for any violation of labor laws by the prime by any subcontractor.
7. Contractor has been impressed with the fact that the Resident Engineer/Project Engineer must be advis work stoppage or imminent work stoppage in order that the District Office can be notified immediately.

# Specifications

- SOW/Timeline
- RFP- Contracting
- SOW
- Specifications- Civil, Electrical, Mechanical and Construction.

# Contract Management

- Lump Sum Bid Break Down
- Certified Payroll
- Pay Estimates
- Invoices
- Schedule Updates

# Modifications

- Request for Modification
- SOW
- IGE
- Coordination with Contracting

| Official Contract Record Checklist Contract Modification P00XXX_CHXXX | | Contract No. DACW69-02-C-0011 | | |
|---|---|---|---|---|
| Contract Modification | | | | |
| Tab (opt.) | Item | Check Column if applicable | Check column if in file or write in location | Date of Actio |
| | 1. Request for Mod/Determination of need. | X | X | |
| | 2. Environmental Compliance | X | X | 16-Mar-05 |
| | 3. Evidence of availability of funds (PR&C if not continuing contract) | N/A | | |
| | 4. Request for Proposal. (SOW, Plans, Specifications included) | X | X | |
| | 5. Government Estimate; signed and approved. | X | X | 16-Mar-05 |
| | 6. Contractor's proposal to include cost or pricing data (SF 1411) and certificate of current cost or pricing data or a required justification for waiver. | X | X | 14-Mar-05 |
| | 7. Cost and/or price analysis | X | X | 16-Mar-05 |
| | 8. Technical analysis | X | X | 16-Mar-05 |
| | 9. Memorandum of Principal Elements | X | X | 16-Mar-05 |
| | 10. Pre-negotiation objective | X | X | 16-Mar-05 |
| | 11. Price negotiation memorandum | X | X | 16-Mar-05 |
| | 12. Justifications and approvals, Determinations and Findings, and associated correspondence, as required. | N/A | | |
| | 13. Audit report, if required, or justification for waiver. | N/A | | |
| | 14. Signed Modification (by CO or ACO and by Contractor). | X | X | 17- Mar-05 |
| | 15. Notice to proceed. | N/A | | |
| | 16. Draft Modification and findings sent to EC-CM for review if over ACO's authority. | N/A | | |
| | 17. Modification Documents sent to EC-CM (Include all original documents) | X | X | 17-Mar-05 |
| | 18. a. C-XXX Forwarding Modification to Contractor | X | X | 16-Mar-05 |
| | b. Transmittal Cover Sheet XXXXX | X | X | 17-Mar-05 |
| | c. | | | |

# Reach Back to Contraction Officer

- RFP
- Negotiations
- PNM
- Contract Award
- Modifications

# Coordination / Sequencing of Elements

- Sub-Contractors
- Power Company
- Cable Company
- Phone Company
- City/ Water & Sewer

# Construction

- Safety

# Phasing/Timelines

- Phasing
- Coordination with Design Engineer & Contractor
- Timelines – Schedule meeting with RE & Contractor.
- First Trailer Set/RFO’d
- Lease in Schedule

# Reporting Requirements

- Daily Reporting
- Percentages of Total Phase Complete
- Percentages of Utilities completed daily

**Temporary Housing Team Report** **5/23/2006**

**Work Complete as of COB 5/23/2006**

| Staging Area Status (Airport/Casino Site) | Received Today | Departed Today | Total Received | Total Departed | Staging Inventory | Deployable Units |
|---|---|---|---|---|---|---|
| Travel Trailers | - | - | 74 | 41 | 33 | 33 |
| Accessible Travel Trailers | - | - | 17 | 4 | 13 | 12 |
| Mobile Homes | - | 2 | 96 | 39 | 57 | 44 |
| Accessible Mobile Homes | - | - | 24 | 5 | 19 | 11 |
| Park Models | - | - | 2 | 1 | 1 | - |
| Accessible Park Models | - | - | 18 | 5 | 13 | 13 |
| **Total Inventory** | **-** | **2** | **231** | **95** | **136** | **113** |

| Individual Sites Haul & Install Mission Status | City of Caruthersville | | | | Pemiscot County | | | | Dunklin County | | | | Previous Total | | | | Today's Change | | | | Current Total | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins |
| Travel Trailers | - | - | 40 | 40 | - | - | 3 | 2 | - | - | - | - | - | - | 43 | 41 | - | - | - | 1 | - | - | 43 | 42 |
| Mobile Homes | - | - | 37 | 22 | - | - | 12 | 7 | - | - | 1 | 1 | - | - | 49 | 25 | - | - | 1 | 5 | - | - | 50 | 30 |
| Park Models | - | - | 1 | 1 | - | - | 2 | 2 | - | - | 2 | 2 | - | - | 5 | 5 | - | - | - | - | - | - | 5 | 5 |
| Accessible Travel Trailers | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| *In Process of Determination* | *85* | *80* | - | - | *33* | *30* | - | - | *4* | *4* | - | - | *120* | *114* | - | - | *2* | - | - | - | *122* | *114* | - | - |
| **Total** | **85** | **80** | **78** | **63** | **33** | **30** | **17** | **11** | **4** | **4** | **3** | **3** | **120** | **114** | **97** | **71** | **2** | **-** | **1** | **6** | **122** | **114** | **98** | **77** |

** Currently, on average, 2.5 units are leased-in per day.*

** One lease-in was left off of yesterday's report and has been accounted for here. There were actually only five (5) lease-ins yesterday.*

***Total Lease Ins To Date*** **77** **Units**

***Total Anticipated*** **98** **Units**

***Haul and Install Mission Complete*** **78.6%**

| Group Site Haul & Install Mission Status | City of Caruthersville | | | | Pemiscot County | | | | Dunklin County | | | | Previous Total | | | | Today's Change | | | | Current Total | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued* | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued* | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued* | Lease Ins | Site Inspections Received | Site Inspections Completed | Work Orders Issued | Lease Ins |
| Mobile Homes* | *N/A* | *N/A* | *133* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *133* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* | *133* | *N/A* |
| **Total** | **-** | **-** | **133** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **133** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **133** | **-** |

** Units will be leased-in upon completion of the Group Site Phases.*

***Total Lease Ins To Date*** **-** **Units**

***Total Anticipated*** **133** **Units**

***Haul and Install Mission Complete*** **0.0%**

| Temporary Housing Court 1635, 133 Units | % Complete | Days to Completion |
|---|---|---|
| Plans, Specs, and NTP | 100% | 0 days |
| Phase I (16 Units) | 85% | 10 days |
| Phase II (52 Units) | 60% | 15 days |
| Phase III (65 Units) | 35% | 20 days |

| | |
|---|---|
| ***Total Percent Design and Construction Complete:*** | **55.3%** |
| ***Lease Ins (i.e. Occupancy)*** | **-** **of** **133** |

# Public Event Coordination Dog & Pony Show

- Contractor Coordination
- Construction Site Staff
- Site Security
- Site Safety

**SAFETY INSPECTION CHECKLIST FOR CRAWLER TRACTORS, DOZERS, SCRAPERS, MOTOR GRADERS, BACKHOES, HEAVY HAULAGE UNITS**

U.S. Army Engineers, Huntington District

**INSTRUCTIONS**

**SECTION 1** – GENERAL INFORMATION:

a. *Date*: enter month, day and year of Safety Inspection.

b. *Owner/User*: Enter designated ownership of equipment (Corps, Corps leased or Contractor by name).

c. *Contract Number*: Contractors enter the respective contract number

d. *Type of Equipment*: Enter *Ford 515 Backhoe, ID 450 Bulldozer*, etc.

e. *Number*: Enter equipment number which Contractor has issued on large scale operations.

f. *Inspected By*: Enter signature and title of Corps or Contractor inspector (Corps inspector may be a maintenance leader, maintenance mechanic or operator and a Contractor inspector may be a mechanic, operator or service person).

g. *Reviewed By*: Enter signature and title of Corps or Contractor reviewer (Corps reviewer may be the mechanic, shift leader, foreman or superintendent). Before a signature and title of Corps or Contractor reviewer is entered, the checklist must be reviewed by the next level of direct supervision and the equipment spot checked (unannounced to insure inspections are performed.

**SECTION 2** -- SAFETY INSPECTION CHECKLIST: Check **YES, NO** *or* **N/A** *if question or statement does not apply.*

**SECTION 3** – RECEIPT OF ACKNOWLEDGMENT: Sign, provide title and date checklist. If Corps personnel was the inspector and reviewer, a Corps manager, supervisor or responsible employee will sign the receipt of acknowledgment. If a Contractor personnel was the inspector and reviewer the checklist becomes a part of the official project file and a copy is furnished to the Contracting Officer Representative (COR). The COR will then sign the receipt of acknowledgment. The COR may request a copy of the checklist at any time. The COR or a representative may perform an unannounced spot check inspection to ensure compliance of safety inspection requirements. To determine if inspector and reviewer are Corps or Contractor personnel, see SECTION **1**, Items f. and g.

| **SECTION 1** | **GENERAL INFORMATION** | |
|---|---|---|
| a. Date | b. Owner/User | c. Contract Number |
| d. Type of Equipment | | e. Number |
| f. Inspected by (*signature*) (*title*) | g. Reviewed by: (*signature*) (*title*) | |

| **SECTION 2** | **SAFETY INSPECTION CHECKLIST** | | |
|---|---|---|---|
| NOTE: Reference USACE Manual EM 385-1-1, April 1981, as revised. Equipment must be in full compliance with checklist and contract requirements. | | | |
| 1. Is protection (grills, screen, canopies) provided to shield the operator from falling or flying objects? | | | |
| 2. Are adequate rollover protection and seat belts provided? | | | |
| 3. Is a safe means of 3 point contact access to cab or operator's compartment provided -- steps, grab bars, non-slip surfaces, etc.? | | | |
| 4. Are required head and tail lights, flashing lights and slow moving vehicle signs provided and properly positioned? | | | |
| 5. Is the parking and service brake system capable of holding the equipment fully loaded on the grade of operation? | | | |
| 6. Does the unit have an emergency brake system? | | | |

# Construction

# Construction

Kawasaki